

11 December 2001

Planning and Construction Business Line Implementation Team Charter

Ref: (a) Regional Facility Management System Overview Briefing of 16 NOV 01

1. **INTRODUCTION:** CNFJ and its Regional Engineer must identify and justify facilities sustainment, restoration and modernization requirements for all CNFJ installations. To do this, a wide-array of information and data including, but not limited to, the following must be collected, reviewed, validated, maintained, and applied to the implementation of planning and programming initiatives:

Real Estate Agreements
Master Plans, Capital Improvement Plans (CIP), Regional Shore Infrastructure Plans (RSIP), and Special Planning Studies
Shore Facilities Planning System (SFPS) Documents - Facilities Planning Documents (FPD), Basic Facility Requirements (BFR)
Site Approvals
JFIP and MCON Project Document Development and Validation - Form 22s, 1391s, Integrated Priority Lists (IPL)
Major Repair/Maintenance (Special Projects) and Minor Construction Project Document Development and Validation - 1391s, IPLs
Annual Inspection Summaries (AIS)
Maintenance Action Plans (MAP), Long Range Maintenance Plans (LRMP)
OSD and OPNAV Requirements Documentation - Integrated Readiness Reporting System (IRRS), Facilities Sustainment Model (FSM)
Specialized Inspections and Reports - Cranes, Elevators/VTE, Backflow Preventers, Boilers
Naval Facilities Asset Data Base (NFADB)

2. **PURPOSE:** The Planning and Construction Business Line Implementation Team will design the processes and organization to allow immediate and direct access to all facilities information required to efficiently and effectively program and budget for facilities sustainment, restoration and modernization requirements at all CNFJ installations.

3. MEMBERSHIP:

- a. CAPT Rick Roth, Team Leader (CNFJ N4)
- b. LCDR Robert Gersh (CNFJ N40)
- c. Mr. Roy Iwane (CNFJ N41)
- d. Mr. Steve Koepsell (PWC Code 100)
- e. Ms. Setsuko Kaihara (PWC Code 106)
- f. Mr. Ray McMillon (CNFJ N42)
- g. Atsugi Base Team Designated Representative
- h. Sasebo Base Team Designated Representative
- i. Ms. Takako Ootsu, Recorder (PWC Code 10S)

4. OBJECTIVES:

- a. Develop standardized processes for collecting, developing, reviewing, maintaining and applying facilities inspection reports (AIS), Shore Facility Planning System (SFPS) information (Facility Planning Documents, Basic Facility Requirements, etc.), project programming documentation (1391s and Form 22s), facilities inventory data (NFADB), OSD and OPNAV requirements documentation (FSM, IRRS) and real estate agreements to better define requirements and allow CINCPACFLT and CNFJ to more objectively and consistently allocate resources across the CNFJ region.
- b. Develop the organizational structure that supports objective (a), and is responsible for preparing budget submissions using the above systems and data. The organizational structure, as the regional staff, will also continue to be responsible for initiating and preparing Regional Shore Infrastructure Plans (RSIP); reviewing, approving and prioritizing Special Project and FIP project documentation; approving all real estate agreements; and performing all USFJ, Joint Services and Host Nation liaison responsibilities.

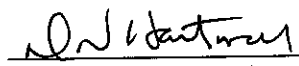
5. ASSUMPTIONS AND CONSIDERATIONS: A separate team will be designing the Yokosuka Base Team, as described in reference (a). Close coordination between the Yokosuka Base Team and this team is essential.

6. MEASURES: The Planning and Construction BL Implementation Team will identify existing measures to act as baselines against which to judge the success of this initiative.

7. RESOURCES: Team members will spend 5 to 15 hours per week on this effort or as designated by the Team Leader. Other personnel from CNFJ N4 and PWC will support the team as required.

8. DELIVERABLES:

- a. Presentation to the Regional Advisory Board by 30 January 2002 to include concept of operations, organization and implementation plan.
- b. Concept of operations, captured in narrative form ready to add to RFMS Operations Manual by 1 March 2002.
- c. Organization and staffing plan, showing all positions and grades by 1 April 2002.


D. N. HARTWELL
CAPT, USN
Deputy and Chief of Staff
U.S. Naval Forces, Japan

Date: 11 DEC 01